

2021-22 School Year Retention Reporting Process

Requirements

- The report will include students whose first enrollment in the current year (2021-22) is assigned the same state grade as their most recent enrollment in the previous school year (2020-21) in the same district.

Enrollment Editor					
Grade	Type	Calendar		Start Date	End Date
09	P	21-22	High School	08/04/2021	
<small>Start Status: E01 First enrollment of the year Retained</small>					
<small>End Status:</small>					
09	P	20-21	High School	08/24/2020	05/19/2021

- The report will pull students whose most recent enrollment in the previous school year (2020-21) has an **End Action** of *R: Retain*. Students marked as retained in the 2020-21 enrollment and do not have a 2021-22 enrollment in the same district, will generate as retained on the retention report.

General Enrollment Information				
Calendar 20-21	High School	Schedule (read only) Main	*Grade 09	
*Start Date 08/24/2020	No Show <input type="checkbox"/>	End Date 05/19/2021	End Action R: Retain	

- The retention report includes those students retained in grades **04-12**.
- Only primary enrollments are considered for inclusion in the retention report.
- Current year enrollment with a status of No Show will not be included in the retention report.
- Student must be enrolled on the last instructional day of the 2020-21 school year to be included in the retention report.
- Students participating in the *Supplemental School Year Program* will be excluded from Retention Reporting.

Use of the Data

- Public reporting of retention rates via the [School Report Card](#) | Overview domain | Students section | Dropout and Retention tab

Retention Report

The path to generate the Retention Report is KY State Reporting | Retention Report. Districts must grant appropriate users rights to this report. There are two extract report options on the landing page:

Validation Report and **Retention Report**.

Data Validation

Validate the district retention data by generating the **Validation Report Extract Type**.

- Select **21-22** as the *Year* from the drop list
- Select **All Schools** from the drop list

- PATH: *KY State Reporting* | **Retention Report**
- Extract Options
 - **Extract Type:** Default to *Validation Report* (this will produce a list of any errors that need to be addressed)
 - **Format:** Default to *HTML*
- Select the **Select All** indicator to run the report for all active schools within the 2021-22

- Select the **Show Inactive Schools** indicator to include schools that are not active in the 2021-22 school year but were active in the 2020-21 school year.

- Click the **Submit to Batch** button
- Select the *High Priority* indicator and Click **OK** on the Batch Queue Reporting Options

- Click **OK** on the Success acknowledgement dialog box
- Once the report is complete, it will be available via the *Batch Queue List* at the bottom of the report landing page. Note: clicking the Refresh button will be necessary.

Refresh Show top 50 tasks submitted between 09/09/2021 and 09/16/2021			
Batch Queue List			
Queued Time	Report Title	Status	Download
09/16/2021 10:08:58 AM	Retention Report	Completed	Get the report
09/16/2021 09:33:41 AM	Retention Validation Report	Completed	Get the report

- Click on the hyperlink to open the report to identify any data quality issues to be addressed.

Data Review

Review the district retention data by generating the **Retention Report Extract Type**.

- Repeat steps above selecting active and inactive schools; click Submit to Batch; Refresh Batch Queue List

Refresh	Show top 50	tasks submitted between	09/09/2021	and	09/16/2021
Batch Queue List					
Queued Time	Report Title		Status	Download	
09/16/2021 10:08:58 AM	Retention Report		Completed	Get the report	

- Once the report is available, open the file to review the retained students in your district for the 2021-22 school year. The report will open in Excel as a CSV file.

Data Validation

If there are any data discrepancies in the file, the data should be corrected within Infinite Campus and the report ran again to confirm accuracy of data. Once all data for the district is accurate, no further action is required. KDE will extract the data from IC on December 1st.

Questions

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